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DNA DATA BANK OPERATING POLICIES AND PROCEDURES MANUAL	Issue No.: 2
	Effective Date: 15-October-2004
<p>8 DNA DATA BANK SAMPLE ANALYSIS, DOCUMENTATION, PEER REVIEW, AND ENTRY OF THE DNA PROFILES INTO CODIS</p> <p>8.1 DNA analysis shall be conducted on blood, saliva, or tissue from convicted offenders and from saliva from arrestees in accordance with the <u>Commonwealth of Virginia Division of Forensic Science Forensic Biology Section Procedure Manual, Section III - Fluorescent Detection PCR-Based STR DNA Protocol PowerPlex® 1.1, 2.1, and 16 BIO Systems Manual, Section V - QIAGEN® BioRobot™ 9604 Procedure Manual and Section VI – Quality Assurance Program DNA Typing of Biological Materials</u>. Analyses are prioritized as follows: (1) hits, (2) arrestees, (3) convicted offenders.</p> <p>8.1.1 The analysis of all convicted offender and arrestee samples conducted by the DFS will be witnessed at the appropriate steps (i.e., when placing the sample into a single tube/well and when tube changes are made) as specified on the analytical work sheets. At each step throughout the procedure where a witness is required, the witness will place his/her initials on the analytical worksheet in the designated area.</p> <p>8.1.2 The re-analysis of convicted offender samples for verification purposes as a result of a DNA Data Bank hit, outlined in the <u>Commonwealth of Virginia Division of Forensic Science Forensic Biology Section DNA Data Bank Operating Policies and Procedures Manual, Chapter 10, Processing Data Bank Hits</u>, will not be witnessed provided only a hit verification sample is being loaded onto the typing gel. However, “verification only” will be marked in the witness field on the analytical work sheets.</p> <p>NOTE: Arrestee samples will not be verified by the DNA Data Bank prior to the casework examiner verbally notifying the investigating officer of the hit or the issuance of the initial Certificate of Analysis addressing the Data Bank hit. The direct comparison sample that is submitted after the issuance of the initial Certificate of Analysis will serve as the verification of the match.</p> <p>8.1.3 If a DNA Data Bank Analyst extracts a sample and no results are obtained, the analysis will be attempted a second time. If no results are obtained again, and a duplicate sample is available, the duplicate sample will be analyzed. If a duplicate sample does not exist, the inability to obtain a result for the sample will be documented in the “Inmate Remarks” field of the DNA Data Bank tracking computer to notify the Data Bank staff to save any duplicate sample(s) that may be received into the laboratory in the future. If an additional sample is received, the DNA Data Bank Supervisor will be notified immediately that the sample is available for analysis.</p> <p>8.2 A file will be created for maintaining the technical documentation associated with the analysis of all convicted offender or arrestee samples on a typing gel. The file number will be a unique number that coincides with the typing gel number as specified below.</p> <p>8.2.1 Each typing gel generated by the DFS will be numbered in consecutive order by Year-Month-Typing Gel number.</p> <p>EXAMPLE: Typing gel 203-02-095 was analyzed in February (represented as 02) 2003 (represented as 203) and was the 95th gel to be analyzed for the year.</p> <p>8.2.2 Each typing gel generated by the contract laboratory shall be numbered in consecutive order by Typing Gel Number-Month-Year.</p>	

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<p>EXAMPLE: Typing gel 030-02-03 was analyzed in February (represented as 02) 2003 (represented as 03) and was the 30th gel to be analyzed in February 2003.</p> <p>8.2.3 All notes, work sheets, photographs, printouts and other data used by the DFS Data Bank Analyst or the contractor to support the conclusions shall be considered technical documentation.</p> <p>8.2.3.1 Technical documents will contain the typing gel number and analyst's initials on each page.</p> <p>8.2.3.2 Notes are intended to be permanent in nature and will be organized, neat and understandable, and written in ink, not pencil.</p> <p>8.2.3.3 Corrections to notes shall be initialed with a strikeout. No correction fluid, erasures and /or obliterations will be used to make corrections.</p> <p>8.2.3.4 Laboratory photographs will be initialed and contain the typing gel number and date.</p> <p>8.2.3.5 Applicable work sheets will be used as required.</p> <p>8.2.4 All file documentation will be maintained by the DNA Data Bank in a secure area. Access to this area is limited to only authorized personnel. File documentation will be maintained in ring binders in the order of the gel number.</p> <p>8.3 A technical review will be conducted by a qualified DNA analyst on all gel images and associated documentation generated by the DFS or the contract laboratory prior to entering the DNA profile into CODIS.</p> <p>8.3.1 The review of the data generated by the DFS will be performed after the DNA analysis has been completed using the Data Bank STR Peer Review Form located in Appendix C of the <u>Commonwealth of Virginia Division of Forensic Science Quality Manual</u>.</p> <p>8.3.2 A technical review of all gel images and associated documentation generated by the contract laboratory will be conducted by the contractor prior to the delivery of the data to the DFS. Subsequently, a visual inspection and evaluation of one hundred percent (100%) of the results/data generated by the contract laboratory's data will be conducted by a qualified DNA analyst from the DFS using the Contractor Laboratory Peer Review Form located in Appendix C of the <u>Commonwealth of Virginia Division of Forensic Science Quality Manual</u>.</p> <p>8.4 All convicted offender and arrestee DNA profiles will be entered into the Combined DNA Index System (CODIS) in accordance with the <u>Commonwealth of Virginia Division of Forensic Science Forensic Biology Section CODIS Operating Policies and Procedures Manual</u>.</p> <p>8.4.1 After the DNA profiles are imported into CODIS the analyst/technician will print the "SDIS Reconciliation Report". The number of samples on the report will be compared to the number of samples on the imported Landscape sheet.</p> <p>8.4.1.1 If the number of samples imported is the same as the number of samples on the Landscape sheets and there are no problems noted on the Reconciliation Report, the report will be initialed and filed with the typing gel.</p>	

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<p data-bbox="440 310 1507 478"> 8.4.1.2 If the SDIS Reconciliation Report indicates that there are problems on the report or the number of samples on the report does not match the number of samples on the Landscape sheet, the problem will immediately be investigated and corrected. The analyst will note the problem and corrective action taken, and initial the SDIS Reconciliation Report. The report will be filed with the typing gel package. </p> <p data-bbox="1466 617 1547 646"> ◆END </p>	